

Susan Bass Levin
Chairman

Marge Della Vecchia
Executive Director

APPLICANT'S CHECKLIST

Following is a checklist for applicants. Please sign and date the documents where indicated, enclose the requested information, and return the packet to the Appraisal Committee, HMFA, at the address listed below.

	<u>Appraiser</u>	<u>HMFA</u> <u>use only</u>
1. HMFA Pre-qualified Appraiser's Application.	()	()
2. Code of Ethics Form.	()	()
3. Mandatory Affirmative Action Language (Exhibit A).	()	()
4. Certificate of Employee Information Report or Federal Affirmative Action Plan approval letter. If you do not have either approval, please indicate.	()	()
5. Copy of current New Jersey Appraiser's License.	()	()
6. Copy of professional certifications, designations and association memberships.	()	()
7. Copy of most recent sample appraisal, prepared within the last 24 months, signed by applicant for each type of appraisal applied for. For Assisted Living approval, submit an appraisal for a project performed in N.J. within the past 12 months.	()	()
8. Evidence of Errors and Omissions Insurance coverage (minimum limit of \$300,000).	()	()
9. Copy of New Jersey Business Registration Certificate.	()	()
10. Source Disclosure Form.	()	()
11. Applicant's Checklist.	()	()